



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

DIVISION OF REHABILITATION SERVICES DISABILITY DETERMINATION SERVICES

January 5, 2009

POSITION TITLE: Accountant , Advanced

POSITION NUMBER: 040371

SALARY: State Salary Grade 16
\$41,074 – \$55,245

LOCATION: 170 W. Ridgely Road
Timonium MD 21093

NATURE OF WORK: This is a professional position serving as the Disability Determination Services (DDS) accountant responsible for oversight of the agency's fiscal section and the monitoring of funding levels.

DUTIES AND RESPONSIBILITIES: Supervise the DDS fiscal section to ensure compliance with Federal and State regulations, policies, procedures and audit issues; prepare annual Federal and State budgets; monitor and prepare reports of agency expenditures ensuring both proper and accurate accounting on a monthly and quarterly basis; ensure accurate and timely payment of invoices processed through the agency's automated accounting system; ensure the accuracy and integrity of the vendor database.

MINIMUM QUALIFICATIONS: **EDUCATION:** Bachelor's degree in Accounting from an accredited college or university or a Bachelor's degree from an accredited college or university with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing

EXPERIENCE: Three years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles.

NOTES:

1. Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.
2. Possession of a certificate as a Certified Public Accountant or a master's degree in accounting from an accredited college or university may be substituted for one year of the required experience.
3. Applicants may substitute one year of professional auditing experience for one year of accounting experience.

ESSENTIAL REQUIREMENTS: Knowledge of GAAP and auditing standards; skills in analyzing records, reports, and other financial data; skills in determining compliance with or deviations from the provisions of statutes, policies, and procedures; skills in compiling accounting data and preparing accurate and concise reports; ability to take a leadership role and work as a team member; ability to communicate clearly and effectively.

**PROCEDURE FOR
APPLICATION:**

Applicants must complete the Maryland State Department of Education Application for Employment indicating application for PIN NO. 040371. The Application and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. To obtain a Position Announcement and a State Application, please call the JobLine (410) 554-9396. TDD # (410) 554-9399, or visit our website www.marylandpublicschools.org or www.dors.state.md.us. Applications and inquiries must be directed to the Denise Metzger, DORS Personnel, Division of Rehabilitation Services, 2301 Argonne Drive, Baltimore, MD 21218. All applications will be acknowledged and must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act, and travel throughout the State are required. This position has been designated as a Special Appointment. Any misrepresentation of academic or experience requirements for this position may result in nonselection or termination of employment.

CLOSING DATE:

February 2, 2009